

FEB 12 2013

**HALL MEMORIAL LIBRARY  
BOARD OF TRUSTEES' MEETING  
February 5, 2013**

TOWN OF ELLINGTON  
TOWN CLERK'S OFFICE

- I. Chair John Halloran called the regular meeting of the Hall Memorial Library Board to order at 7:40 PM. Members present were Mary Blanchette, Mary Clements, Janet Wieliczka, Jeanne Zulick, and Library Director Susan Phillips. Peter Nickerson and Patricia Grundman were absent. Marcia Downs was present as Recording Secretary.
- II. Citizen's Forum – There were no citizens present at this meeting.
- III. Approval of Minutes of the January 2013 Meeting - The minutes were reviewed by the members present and unanimously approved. (Wieliczka/Zulick)
- IV. Treasurer's Report – Marcia Downs circulated copies of the bank statements for the month of January 2013. They were reviewed by the members present.
- V. Current Year Budget – Sue Phillips distributed a copy of the current year-to-date budget for review. At this time, we are on track of our projected budget figure.
- VI. Library Director's Report – Sue Phillips distributed copies of the Director's Report dated 2/5/13. The report was read and items discussed, among which were the approval for the purchase of a generator for the Library, and increased hours for Personnel, after the retirement of Gail Avino on February 1, 2013. Hours for Lisa Kuraska were altered and extended to 23 hours per week, not including her regular Sunday schedule, to cover the ILL operations and other responsibilities. Also an increase for Cheryl Chamberlin and Debra Cormier of an additional day each for a total of 32 hours to cover the Circulation Desk and other back room processes.
- VII. Friends of the Library Report – Sue Phillips reported that the Book Bag Sale will be February 15, 16, and 17, 2013. Many have volunteered their time for this event.
- VIII. Old Business – 2013/2014 Budget – Sue Phillips distributed a copy of the proposed budget for 2013/2014. After discussion of the line items, a motion was made (Blanchette/Wieliczka) and unanimously approved to present the budget amount of \$700,724.00 to the Board of Finance.
- IX. New Business – Members were reminded to perform the annual review of the by-laws before the next meeting. Also at this time a motion was made (Clements/Zulick) and unanimously approved to add the reappointment of Susan Phillips as the Library Director to the agenda. Next, a motion was made (Blanchette/Wieliczka) and unanimously approved to reappoint Susan Phillips as the Library Director. A motion was also made (Blanchette/Zulick) and unanimously approved to add to the agenda the reappointment of Marcia Downs as Recording Secretary, then a motion was made and unanimously approved (Zulick/Clements) to reappoint Marcia Downs as Recording Secretary.

- X. Trustees' Concerns - A motion was made (Blanchette/Wieliczka) and unanimously approved to add to the agenda a discussion of a gift for the retirement of Gail Avino. Then, a motion was made (Clements/Blanchette) and unanimously approved to purchase a gift card in the amount of \$100.00 from the Garden Barn to celebrate this event.
- XI. Correspondence – None.
- XII. Adjournment – The meeting was adjourned unanimously at 8:55 PM.  
(Blanchette/Clements)

Respectfully submitted,

*Marvin H. Davis*